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| |  |  | | --- | --- | | 1. Click and drag to highlight the section that is frozen at the top. | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0006.jpeg> | | 1. Hold the **Ctrl** (Control) key while clicking and dragging to highlight the information for one day of the week, such as Monday. | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0007.jpeg> | | 1. When both sections are highlighted, right-click on one of them to choose **COPY**. | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0009.jpeg> | | 1. Click on the “Add a Sheet” tab at the bottom to make a new page to place the 2 sections. | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0012.jpeg> | | 1. In the new sheet, right-click in the first cell, A1, and choose **PASTE**. | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0014.jpeg> | | 1. The two sections will be in the new sheet. Adjust the borders of cells, as needed.   You are now ready to print. There a few settings that will need to changed on the PRINT window for it to work. | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0020.jpeg> | | 1. Click the FILE tab from the top of the screen to change the **PRINT** settings. |  | | 1. Switch from Portrait to **Landscape Orientation**. | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0025.jpeg> | | 1. Also in the **PRINT** settings, switch from the Letter(8.5” x 11”) size to **Legal(8.5” x 14”).** | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0027.jpeg> | | 1. In the **PRINT** settings, click on CUSTOM SCALING and choose **Fit Sheet on One Page**. | <mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_PrintFromFrozenPanesAndSelectedSheet.zip\Problem_20140731_1343.mht!screenshot_0029.jpeg> | | 1. Click **PRINT.** |  | |